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MEMORANDUM FOR: Deputy Director for Operations
Director, National Foreign Assessment Center

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Reduction in Building Planning Staff ☐ 25X1

1. Due to a recent decision to reduce the level of effort applied to the New Building Program, full-time representation of your Directorates on the Building Planning Staff is no longer required. Representation to the Building Planning Committee on a part-time basis will be needed at least into January. ☐ 25X1

2. ☐ DO representative, and ☐ NFAC representative, are available for reassignment at your earliest convenience. Their cooperation and assistance has been valuable in achieving this advanced stage of planning in such a brief period. Please convey our appreciation for their efforts. ☐ 25X1

Harry E. Fitzwater

Distribution:

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Originating Office:

Acting Director of Logistics

Date

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